**ELL Committee Meeting Minutes**

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| --- | --- |
| Date: | Student Name: |
| Grade: | School: |

According to F.A.C. 6A-6.0901, an ELL Committee means a group composed of ESOL teachers and home language teachers, and an administrator or designee plus guidance counselors, social workers, school psychologists or other educators as appropriate for the situation. **There must be a minimum of three school employees, the ESOL teacher(s), administrator or designee, and another educator in attendance in order for the meeting to proceed.** The parent(s) would also be invited to attend all committee meetings. Each participating member must sign the conference report before placing in the student’s file.

**Members Present:** Click or tap here to enter text.

**Purpose:** Click or tap here to enter text.

**Comments:** Click or tap here to enter text.

**Outcome/Decisions/Recommendations:** Click or tap here to enter text.

The ELL Committee shall review the student’s academic record holistically and shall consider assessment results from the assessment administered and the criteria below to determine whether the student is English Language Proficient (6A-6.0902). For consideration of Extension of Services, an assessment must be conducted/reviewed annually after the 3rd year. Previous year CELLA/WIDA is acceptable up to October 1. **This assessment is in addition to a student meeting two of the five criteria (boxes) below:**

CELLA/WIDA ACCESS for ELLs 2.0 \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Listening Speaking Reading Writing Composite

1. Extent and nature of prior educational or academic experience, social experience, and a student interview.

2. Written recommendation and observation by instructional staff and support service staff.

3. Level of mastery of basic skills in English or Heritage language according to local, state or national standards.

4. Grades from current or previous year.

5. Test results from tests other than the entrance testing information.

Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_